

**MINUTES
of the
FIRST MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**July 7, 2015
Room 311, State Capitol
Santa Fe**

The first meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Edwynn L. Burckle, secretary of general services, on July 7, 2015 in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Tom Church, Secretary of Transportation
Tom Clifford, Secretary of Finance and Administration
Aubrey Dunn, Commissioner of Public Lands
Tim Eichenberg, State Treasurer
Anne Green-Romig, Designee for Veronica N. Gonzales, Secretary of Cultural Affairs
Arthur W. Pepin, Designee for Barbara J. Vigil, Chief Justice, New Mexico Supreme Court

Absent

Rep. Brian Egolf
Sen. Stuart Ingle
Sen. Mary Kay Papen, Senate President Pro Tempore

Guest Legislator

Sen. Michael S. Sanchez

Staff

Caela Baker, Staff Attorney, Legislative Council Service (LCS)
Raúl E. Burciaga, Director, LCS
Alex Tapia, Contractor, LCS
Robert Becker, Staff Architect, Facilities Management Division (FMD), General Services
Department (GSD)
Pam Nicosin, Deputy Director, FMD, GSD
Andy Aguilar, Facility Planner, Architectural Research Consultants, Inc. (ARC)
John Petronis, Principal, ARC

Guests

The guest list is in the meeting folder.

Handouts

Handouts from the meeting are posted at www.nmlegis.gov.

Tuesday, July 7

Ms. Baker called the roll for the commission confirming a quorum.

Approval of the Agenda

Upon a motion duly made and seconded, the commission voted to approve the agenda of the first meeting of the CBPC.

Approval of Minutes from October 22, 2014

Upon a motion duly made and seconded, the commission voted to adopt the minutes from the October 22, 2014 meeting.

Adoption of Open Meetings Resolution

Upon a motion duly made and seconded, the commission voted to adopt the Open Meetings Resolution.

Review of the Mission and Purpose of the CBPC

Mr. Burciaga discussed the scope and mission of the CBPC, noting that extensive master planning in the Santa Fe, Albuquerque and Las Cruces areas has been done by the commission in the past. Mr. Burciaga added that the binders for the CBPC have been updated for the current year and that all of the information for the commission can also be found on the LCS web site. Guests present at the meeting introduced themselves to the commission.

Ms. Baker provided historical information and an overview of the statutory duties of the commission. In response to commission members' questions, the following points were discussed:

- ▶ the inventory of capitol buildings around the state and use of space. Although the inventory is very comprehensive, unused space is still being identified with the help of the Department of Finance Administration (DFA) and the Department of Information Technology;
- ▶ insurance valuations on properties maintained by the FMD;
- ▶ the statutory makeup and requirements of the CBPC. The commission is made up of four members of the legislature along with various cabinet secretaries. Traditionally, the commission has been chaired by the speaker of the house and Secretary Burckle;
- ▶ the need to have another presentation on the inventory of capitol buildings for the benefit of new CBPC members;
- ▶ recent legislation relating to the sale of state properties; and

- ▶ the need for a funding source for the deferred maintenance problem occurring around the state. The commission discussed properties that have not been properly maintained over the years due to a lack of available funds.

Update on New Mexico's Space Standards

Mr. Petronis and Mr. Aguilar provided an update on the State of New Mexico Space Standards. Mr. Petronis explained that the current standards were adopted by the CBPC in 2000, and the standards have not been updated since adoption. Mr. Petronis said the space standards:

- ▶ do not establish a space budget;
- ▶ do not necessarily align with current state personnel classifications; and
- ▶ are prescriptive, not flexible.

Additionally, he said, the current request forms are not user-friendly.

Mr. Petronis told the commission that a review committee was formed consisting of representatives from the FMD; the Children, Youth and Families Department; the Department of Health; the Department of Environment; the Department of Public Safety; the Corrections Department; the Regulation and Licensing Department; and the Human Services Department. The review committee met four times to review existing space standards and developed the following recommendations.

- ▶ *Clarify and strengthen the applicability of the space standards.* Currently, the GSD has the statutory responsibility of identifying space standards, but it is not clear whether those standards would be applicable to agencies outside of the jurisdiction of the GSD.
- ▶ *Adopt a consistent method for identifying, measuring and assigning space both for owned and leased space.* The review committee recommends using the definitions of the usable square feet, rentable square feet (RSF) and gross square feet that have been adopted by the Building Owners and Managers Association.
- ▶ *Provide a simpler, more flexible way to request and plan for leased or owned space.* ARC is developing a worksheet that would help with this item.
- ▶ *Establish a maximum square-foot allocation for primary office space.* The recommendation of the review committee is that the standard be 215 RSF for primary office space.

Members of the CBPC asked questions and discussed:

- ▶ how the space standards would be applied;
- ▶ the average vacancy rate in state agencies;
- ▶ whether the space standards would be applied to older buildings; and
- ▶ what effect the space standards might have on morale and productivity.

Members of the CBPC discussed whether the commission could take action to adopt a new space standard. One member of the commission noted that any formal action would need to be noticed on the agenda, in accordance with the Open Meetings Act. Another member of the commission indicated that adoption of the space standards should be addressed at the commission's next meeting. Members of the commission discussed the possibility of reconvening the review committee and inviting representatives from the DFA and the Legislative Finance Committee to participate.

Facility Condition Assessments

Ms. Nicosin provided an update on efforts to conduct facility condition assessments and an asset inventory. She described the scope and process of the project. Ms. Nicosin explained that Laws 2013 appropriated \$1.4 million from the Public Buildings Repair Fund for facility condition assessments of all state facilities under the jurisdiction of the FMD. Completion of the project is scheduled for October 2015, at which time the FMD will provide an update to the CBPC.

Ms. Nicosin explained that the facility condition assessments will provide an accurate representation of current facility needs, as well as support the capital planning process. Ms. Nicosin directed the commission's attention to a sample report excerpt for the Bataan Building, which demonstrates what the current facility needs are versus what the needs will be in the future.

One member of the commission requested that further information be presented at a future meeting concerning the criteria being used to conduct the facility condition assessments.

Master Planning Guidelines

Ms. Nicosin explained that Executive Order 2012-023 requires state agencies to submit five-year facilities master plans and specifies that each agency's master plan shall include:

- ▶ preventive and deferred maintenance plans;
- ▶ space and energy efficiency standards;
- ▶ program justification for new construction; and
- ▶ a criteria-based, weighted ranking system to determine priority.

Ms. Nicosin indicated that although Laws 2015 approved \$1.2 million from the Public Buildings Repair Fund, there is not currently \$1.2 million in the fund. Ms. Nicosin explained that phase one of the master planning process is fully funded and will involve developing agency master planning processes, procedures and guidance materials and conducting training sessions. The second phase of the master planning process is currently unfunded, but it would involve developing an agency master plan, testing the process and using the plan as an example in order to refine guidance materials as needed. In phase three, agencies would develop their own master plans based on guidelines. FMD and DFA consultants would provide assistance to any agencies that do not already have the resources. Agency master plans would then be reviewed for compliance and would be used in the evaluation process for capital outlay requests. Phase four

would entail developing processes and procedures for taking agency master plans and developing a statewide master plan for FMD-owned facilities.

Members of the commission asked questions and discussed the cost and funding for the master planning.

Meeting Schedule for 2015

The commission discussed upcoming meeting dates and agreed on a schedule, which is posted at www.nmlegis.gov.

Adjournment

There being no further business before the commission, the first meeting of the CBPC for the 2015 interim adjourned at 3:00 p.m.